

**SALEM SCHOOL BUILDING/CONSTRUCTION COMMITTEE  
MEETING MINUTES  
APRIL 18, 2012**

**Attending:**

Elbert Burr, Chairperson

William Weinschenker

John Bernier Allyson Geida

Steve Buck Robert Green

Diane Weston, Recording Secretary

**Guests:**

Donald Bourdeau

John Ireland

Chairperson Elbert Burr opened the meeting at 7:12 P.M.

**1. Approval of Minutes**

**M/S/C (Weinschenker/Buck) to approve the February 22, 2011 minutes as amended.**

**Vote: approved unanimously.**

Page 1, 3. Update of Progress of Plans with the State

Fourth paragraph: 2. List of 3 plan reviewers, *the State cannot make recommendations.*

**2. Additions & Revisions**

None

**3. Discuss Bid Proposal for Renovation Work**

J. Ireland updated the Committee on the status of the plans and the Plan Review Report:

Donald Bourdeau, Salem Town Fire Marshall and N. Reed Gustafson, Salem Town Sanitarian, are finished with the plans for their review. Vernon Vesey III, Salem Town Building Official is still waiting further information to complete his review.

E. Burr spoke with Richard Scheneker from the State. He informed Mr. Scheneker that the review of the plans from the town is close to being finished. There were five changes that needed to be made to from Silver/Petrucelli; J. Ireland will follow up on this.

As soon as all of the paper work is received, R. Scheneker informed E. Burr he will make time for a meeting so the permanent number from the State could be assigned.

Discussion took place about the formal bid package and what guidelines should be included for the bidding contractor: bid alternate (cooling for the roof top units) & allowances, should a pre bid walk thru be mandatory; roof, window, mechanical work be separated in the package; bonding percentage; hazmat removal listed on bid form.

Bids are received in the Town of Salem; typically there is a public opening of the bids.

The lowest contractor bid on the work must be taken unless justified another contractor is more efficient. Discussion took place about the contractor listing the vendors they would use.

#### **4. Discuss Schedule for the Start of the Work**

Discussion took place concerning the schedule for the work.

The bids could possibly be received by the middle of May; awarded bid in early June. The contracts would need to be done, and then shop drawings for windows and mechanical would need to be done before the ordering can take place.

Hazmat removal was discussed and how it would affect the work schedule.

S. Buck discussed the work being done in segments so the classrooms/students could be moved from the part of the building that work is being done.

D. Bourdeau asked what work could be accomplished this summer. He thought if any abatement could be done this summer, it should be.

D. Bourdeau also asked if the 1940's section could be started over the summer.

The original plan was for the work to be completed over two summers.

E. Burr suggested the planning be done this summer and the work start June 2013.

Purchasing of roof top units and windows could be purchased this summer and stored.

**M/S/C (Weinschenker/Green) for the work to continue as listed:**

- 1. Final State approval so permanent number could be assigned.**
- 2. June/July 2012: Bid package completed.**
- 3. July/August 2012: hazmat & tile abatement, as much done as possible over the summer when students are not in session; bathrooms in the lower gymnasium work to start.**
- 4. Fall 2012: 1940's section start. Roof down, ready for occupancy when completed.**
- 5. Summer 2013: roof, windows & air handling units.**
- 6. Order materials in advance for the work in summer 2013.**

**The bid package shall include this list of work.**

**Vote: approved unanimously. For: Burr, Greene, Buck, Weinschenker, Bernier, Geida.**

**Abstaining: None Opposed: None**

#### **5. Clerk of the Works: What areas of the work need oversight?**

Past discussions were for the work on the roof and windows would need to be overseen by a "Clerk of the Works".

J. Ireland asked if a prime coordinator is wanted on a day to day basis with the contractor/school/committee. Silver/Petrucelli will be on site one half of a day per week.

The clerk of the works is the first pass as the owner's representative of saying yes or no to a change order.

Discussion took place concerning hour's needed, weekly meetings at the school, self-insured, pay scale (approximately 75K), and desk in the contractor's trailer for the Clerk of the Works.

The advertisement for the "Clerk of the Works" can be done at any time.

D. Bourdeau recommended a manufacturer's representative should be supervisor for the installation of the roof and windows. J. Ireland recommended a mock-up of the windows be done at the sight.

Added discussion:

J. Ireland updated the Committee on the electrical power to the school. Bob Banning has been in touch with CL&P. According to CL&P, from January 18<sup>th</sup> to the 23<sup>rd</sup> there were no high/low readings at that time. Bob Banning asked for more details, he was told to contact the Power Quality Group.

Discussion took place concerning the contractors working in the school: photo identification (driver's license), list of worker names, and enter the building through the main entrance.

The estimated construction expense (range) of the renovation should be 5mil to 5.5mil.

**6. Public Comment**

None

**7. Adjournment**

**M/S/C (Weinschenker/Green) to adjourn meeting at 8:50 PM.**

**Vote: Approved unanimously.**

Respectfully Submitted,  
Diane Weston  
Recording Secretary